

# Application for Exhibit Space

ILLINOIS ASSOCIATION OF WATER POLLUTION CONTROL OPERATORS  
75<sup>TH</sup> ANNUAL CONFERENCE / EXHIBITION  
APRIL 19-22, 2010

Space assignment date is March 1, 2010

## SEVENTY-FIFTH ANNUAL CONFERENCE AND EXHIBITION

We the primary and secondary exhibitors hereby apply for exhibit space(s) as indicated below for our use at the 2010 Illinois Association of Water Pollution Control Operators Annual Conference and Exhibit. We hereby agree to:

1. Attach your check payable to Illinois Association of Water Pollution Control Operators for booth(s) fee. Applications must be accompanied and received by IAWPCO with the payment of \$600.00 per each booth before March 1, 2010.
2. All primary and secondary exhibitors will abide by the Rules & Regulations as stipulated in this offering brochure of the Illinois Association of Water Pollution Control Operators. All primary and secondary exhibitors will submit a single exhibit application for each 8 X 10 booth requested.
3. Said exhibitor(s) will wear registration badges marked EXHIBITOR. FOR EACH BOOTH RENTED THE ASSOCIATION PROVIDES TWO EXHIBITOR PASSES FREE WITH EACH ADDITIONAL REGISTRATION COSTING \$30.00 PER PERSON.

### PRIMARY EXHIBITOR TO RECEIVE EXHIBIT MATERIALS:

Contractor's Company \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Street Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Title \_\_\_\_\_

### SECONDARY EXHIBITOR TO RECEIVE EXHIBIT MATERIALS:

Contractor's Company Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Street Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Title \_\_\_\_\_

### BOOTH SIGN COPY

Company Name \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_

### BOOTH FEE:

### EXHIBITOR REGISTRATION FEE:

June 1, 2009 - February 28, 2010. . . . .	\$600.00 per booth	Pre-registration (for any exhibitors over 2)	\$30.00 each
March 1, 2010 - April 1, 2010. . . . .	\$700.00 per booth	On-site per exhibitor Registration	\$35.00 each
Number of Booths ____X	Cost of Booths = \$ _____	Number of Registrations ____X	\$ _____ = _____

Check in the Total Amount For Both Booth(s) and Registrations \$ \_\_\_\_\_

### MAIL TO:

ILLINOIS ASSOCIATION W.P.C.O. Date Received \_\_\_\_\_  
David L. Miller  
P.O. Box 59  
Rantoul, Illinois 61866 Check Number \_\_\_\_\_  
Phone Number 217-530-2634 Total Amount Received \_\_\_\_\_



## EXHIBIT APPLICATION

## ILLINOIS ASSOCIATION OF WATER POLLUTION CONTROL OPERATORS

April 19-22, 2010

Crowne Plaza Convention Center  
Springfield, Illinois

# 2010 EQUIPMENT EXHIBIT SHOW

The Illinois Association of Water Pollution Control Operators is currently planning the 75<sup>th</sup> Annual Conference and Exhibition to be held on April 19-29, 2010 at the Crowne Plaza, Springfield, Illinois. Last year the Annual Conference and Exhibition was attended by 500, and it is anticipated that the attendance will be even greater this year. The Illinois Association of Water Pollution Control Operators was founded in 1935 and is one of the largest operator organizations in the United States. The Annual Conference is attended by municipal administrators; wastewater operators; consulting engineers; and others interested in the field of water pollution control.

## COST SCHEDULE AND PAYMENT FOR EXHIBIT SPACE

The cost of exhibit space is \$600.00 per booth. Your check for the total cost of the booth space must accompany all applications.

1. Applications received June 1, 2009 - February 28, 2010 will be \$600.00
2. Applications received March 1, 2010 - April 1, 2010 will be \$700.00

## CONFERENCE AND EXHIBITION REGISTRATION FEE

Conference and exhibition registration is required for everyone in attendance. All exhibitors will be required to wear registration badges marked Exhibitor.

EACH EXHIBIT SPACE REGISTRATION INCLUDES TWO EXHIBITOR PASSES FOR THE 75<sup>th</sup> ANNUAL CONFERENCE.

## BOOTH FURNISHINGS AND UTILITY REQUIREMENTS

Standard 8' draped back wall and 36' high side dividers, Standard identification sign 9' x 44'. Two Line booth sign showing company name, city and state. Draped table & chairs general cleaning of the hall. Electrical utility -110 volt service only.

## INSTALLATION, DISMANTLING AND REMOVAL OF EXHIBITS

Exhibitors will have access to the Exhibit hall starting at 12:00 P.M. to 5:00 p.m. Monday, April 19, 2010. Installation must be completed by 10:00 A.M. Tuesday, April 20, 2010.

## SHOW HOURS

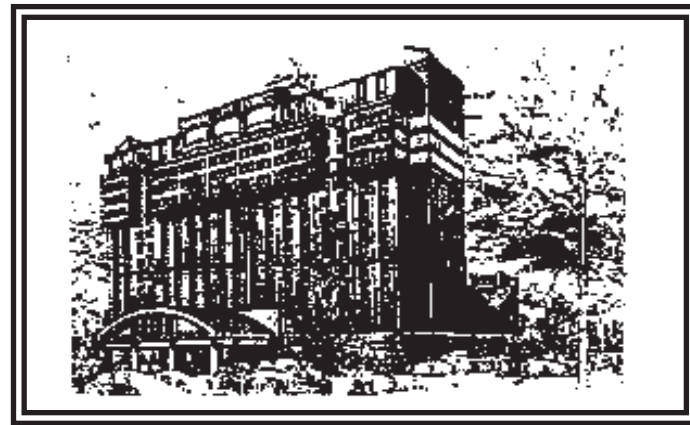
Tuesday - April 20, 2010, 10:00 A.M. - 6:00 P.M.  
 Tuesday's Reception - 4:00 P.M. - 6:00 P.M.  
 Wednesday - April 21, 2010, 8:30 A.M. - 2:00 P.M.

## MOVE-OUT

No exhibit may be dismantled or packing started before 2:00 P.M., Wednesday April 21, 2010. Exhibitors will have until 6:00 P.M., Wednesday April 21, 2010 to remove their exhibits from the exhibit hall.

## SELLING IN THE EXHIBIT AREA

Exhibitors are prohibited from direct selling in the exhibit area and its environs. Any violation of this regulation will result in the termination of the existing contract for exhibit space



## REFRESHMENTS - FOOD AND BEVERAGE

All food and beverage must be purchased from the Crowne Plaza Hotel. Refreshments are available at the Lobby Bar and Rosewood Room on the second floor of the hotel.

## SPACE ASSIGNMENT

Space is guaranteed on all contracts received by February 28, 2010, but the Association does reserve the right to limit the amount of space assigned, if necessary, to fill contractual requests on hand.

Exhibit space is assigned based upon the following:

1. Date of receipt of application
2. Utility requirements and exhibit size
3. Other factors, where applicable.

The Association does reserve the right to make assignments or reassignments as necessary.

## CANCELLATIONS AND WITHDRAWAL

Space cancellations by the exhibitor following payment shall result in no refund. Cancellation of the exhibition by IAWPCO shall result in a refund less costs

## GIVEAWAYS, CONTESTS AND DRAWINGS

Exhibitor must confine their activities to the space for which they have contracted. The distribution of any materials is restricted to the contracted space area. Use of aisle space is strictly prohibited.

Exhibitors who plan to distribute favors, buttons, or advertising novelties from their exhibit areas are required to submit a complete description of these items sixty days prior to the exhibition. Likewise, the use of drawings and/or contests is also predicated on the same procedure.

The Association retains the right of final approval concerning these items, based on the submitted detailed descriptions. Any deviation from the approved plans will result in the immediate cessation of the activity in question.

Drawings, lotteries and/or contests which have prizes of substantial value (i.e. cars, boats, color T.V.s etc.) are expressly prohibited. Prizes are limited to no more than \$100.00 in value.

## LIABILITY AND INSURANCE

The Association will not provide guard service at the exhibition. The Association, nor its agents will not take responsibility or have liability for the exhibitor's property, owned or rented, his person, or that of his employees or agents, from personal injury, fire, theft, or any other causes. Exhibitors are advised to carry floater insurance to cover exhibit material, and public liability, for injury to the person and property of others.

# ARRANGEMENT OF EXHIBITS

All booths shown on the floor plan are 8' x 10' unless otherwise indicated, with 8' high back-walls and 36' sidewalls. The Association will provide a two-line 9' x 44' identification sign. NO OTHER SIGNS WILL BE ALLOWED ON THE BACK WALL, SIDE DIVIDERS OR TABLE FRONTS. EXHIBITOR TABLE COVERS WILL Company signs must be affixed to free standing exhibitors equipment and must be kept within the 8' height limitation. EXHIBITS NOT CONFORMING TO THIS RULE WILL BE COVERED OR REMOVED AT THE DIRECTION OF THE ASSOCIATION'S EXHIBIT MANAGER, WITH THE COST OF THIS COVERING TO BE BORNE BY THE EXHIBITORS.

Built-up exhibits will not be allowed to exceed the 8' in height limitations. No back-ground shall exceed 8' in height or be permitted to extend from the back wall more than 1/3 the depth. Height shall not exceed 40 inches for all equipment and displays from the front of the booth to 2/3 of the booth depth. Exhibitors shall limit raised floors or platforms for addressing attendees and/or demonstrating exhibits to 12' above the floor. Exposed parts of displays or equipment must be finished or covered in a workman-like fashion so that they will not present an unsightly appearance when viewed from adjoining booths or aisles. EXHIBITS NOT CONFORMING TO THIS RULE WILL BE COVERED OR REMOVED AT THE DIRECTION OF THE ASSOCIATION'S EXHIBIT MANAGER, WITH THE COST OF THIS COVERING TO BE BORNE BY THE EXHIBITOR.

Flashing lights or other distracting or annoying material are prohibited. All P.A. systems, sound tracks and audio presentations must be kept at a reasonable level. Complaints will result in the shutting down of the offending practice at the direction of the Association's Exhibit Manager.

The Association does not wish to be arbitrary in these matters, but each exhibitor is asked to recognize the rights of fellow exhibitors and that THE GENERAL APPEARANCE OF THE EXHIBITION DOES TAKE PRECEDENCE OVER THAT OF ANY INDIVIDUAL EXHIBITOR.

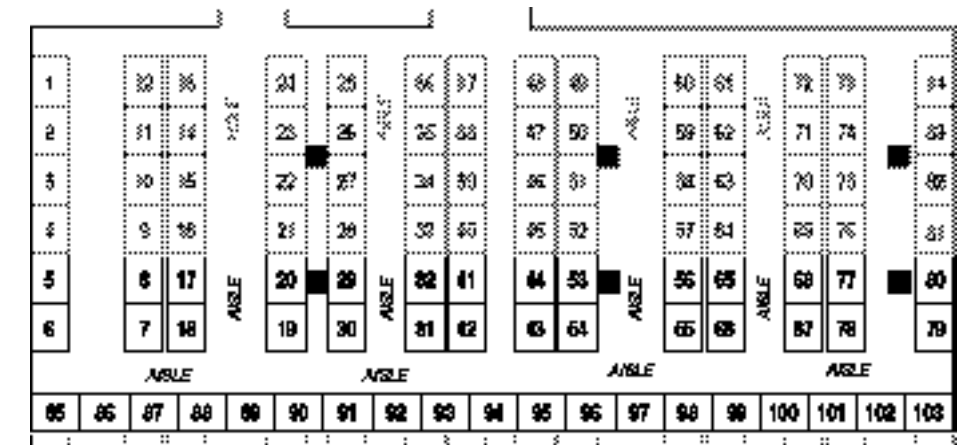
## SHIPPING, HANDLING AND STORAGE

Exhibitors who require shipping and delivery to the exhibition hall, handling and storage of crates during the conference, please contact your Firm's Transportation Company and/or a Freight Company in Springfield, Illinois. Do not contact the Crowne Plaza for services.

## MOBILE EXHIBITS

Approval for mobile or trailer type exhibits is required THIS TYPE OF DISPLAY WILL ONLY BE PERMITTED IN CERTAIN LOCATIONS. Motel parking lots cannot be used as exhibit space without paying I.A.W.P.C.O. booth rates. Please check with the Executive Director.

ILLINOIS ASSOCIATION OF WATER POLLUTION CONTROL OPERATORS  
 75<sup>TH</sup> ANNUAL CONFERENCE AND EXHIBITION  
 April 19-22, 2010  
 Crowne Plaza Convention Center - Springfield, Illinois



## DEMONSTRATION AND/OR ENTERTAINMENT

The Association reserves the right to restrict demonstrations or entertainment which are objectionable or disruptive to the overall character of the exhibition. Demonstrations and/or entertainment using models, professional demonstrators, or company personnel must be carried out within the boundaries of decorum both in content and in costuming.

## MOTEL ROOMS

Motel rooms will not be used for exhibits, distribution of material or contests. Motel rooms can only be used for hospitality functions. Hospitality rooms will not open until 5:00 P.M. each day.

## CANCELLATION OF EXHIBITION

The Illinois Association of Water Pollution Control Operators, its employees and its agents will not be liable to hold the Exhibition as scheduled due to events such as fire, any act of God, public enemy, strike, or any law or regulation of public authority which makes it impossible or impractical to hold the Exhibition. A cancellation of the Exhibition shall cause the return of payment(s) for exhibit space, less a proportionate share of actual expenses incurred in connection with the production of the Exhibition. Above and beyond this, the Illinois Association of Water Pollution Control Operators, its employees and its agents will have no further obligation.

## INTERPRETATION AND ENFORCEMENT

These rules and regulations become part of the contract between the Exhibitor and the Association. The interpretation and enforcement of the rules and regulations will rest with the Association. All matters in question not covered by these rules and regulations are subject to the decisions of the Association and will be binding on all parties affected by them, as by the original rules and regulations. Exhibitors, or their representatives, who fail to observe conditions of contract, or who in the opinion of the Association, fail to conduct themselves accordingly, may be immediately dismissed from the exhibition without refund or appeal.